

**JOB SPECIFICATIONS AND REQUIREMENTS FOR VACANT POSITIONS AT THE E-CAMPUS OF MASENO  
UNIVERSITY**

**DATE: 28<sup>TH</sup> AUGUST, 2015**

The eCampus of Maseno University is one of the latest innovations by the University that aims at using modern technologies to facilitate online delivery of high quality certificate, diploma and degree programmes to learners in the East African region and beyond. In line with these developments, the university invites applications from highly motivated and suitably qualified individuals for the following positions at the eCampus of Maseno University.

**1. REF: AD/25/08/15 INSTRUCTIONAL MATERIALS EDITOR GRADE 10/11/12 (1 POSITION)**

**Description**

The Instructional Materials Editor will focus on editing of text for grammatical correctness and accuracy in resources uploaded on the eLearning Portal, other relevant sub-domains like the eCampus website and information presented in online documents including course downloads and information booklets. The person will also be responsible for editing layout and presentation of text and graphics on the eLearning Portal and eCampus website to facilitate a clean look and feel of the web resources.

**Responsibilities:**

The successful candidate shall be expected to:

- Edit text for grammatical correctness and accuracy
- Edit layout and presentation of text and graphics on the eLearning Portal, eCampus website and other sub-domains
- Ensure compliance of downloads with approved editorial and layout guidelines and standards
- Edit online documents, information booklets and other downloads in different formats
- Ensure that all documents uploaded to the system of websites undergo rigorous editorial and approval process
- Keep a log of all versions of documents edited and uploaded to the eLearning Portal, eCampus website and other relevant websites
- Contribute to the development and regular review of editorial guidelines for learning resources

**Required/Minimum Qualifications:**

The applicant should be holder of at least a Bachelors degree in one of the following disciplines: Journalism, Public Relations, Linguistics, Language Education or any other related qualification.

The applicant should also have:

- At least three (3) years of relevant work experience in writing and / or editing web content, learning or other relevant resources
- Excellent writing, editorial skills and communication skills with a sound understanding of writing for the web and engaging online audiences
- Demonstrable experience in developing and implementing editorial templates and guidelines for educational content
- Basic knowledge of Content Management Systems (CMS) or Learning Management Systems
- Strong computer skills, including office applications

**Preferred Competencies, Skills and Abilities**

The following competencies, skills and abilities are desirable for this position:

- Ability to design, deliver and evaluate texts and other online resources against relevant standards
- Proven experience in project and time management
- Ability to respond flexibly to changing priorities and deliver under tight timelines
- Decisive and proactive self-starter
- Strong interpersonal and communication skills

## 2. REF: AD/26/08/15 WEB INFORMATION OFFICER GRADE 9/10/11 (1 POSITION)

### Description

The person recruited to this position will structure, maintain and add functionality to the eCampus website as the gateway to the virtual campus. S/he will create and maintain various platforms and tools on the internet, including social media, to facilitate the building of an electronic community and administrative centres for students and faculty at the eCampus, as well as other potential clients. S/he will collaborate with the Director, Public Relations and Marketing to ensure that the web content related to the eCampus, its brand and marketing messages adhere to the corporate strategy.

### Responsibilities

The successful candidate will:

- Act as a liaison person to manage web feedback and social media sites
- Ensure that generic correspondence generated by the websites are received, responded to or forwarded for action
- Publicise eCampus activities by posting news, events, publications, links and similar information on the eCampus web site, Facebook page and other related sites
- Set and direct eCampus web content, online brand, and social media strategy
- Establish and direct user interface standards, design guidelines, and compliance to ICT policies and related standards
- Survey the market and make proposals for appropriate changes to the eCampus website as a gateway to the virtual campus
- Monitor and analyse user feedback on Facebook, Twitter, YouTube and other social networking sites to guide decision making
- Use various tracking tools to gather, analyse and report on the data on user participation in the eLearning Portal, eCampus web site and other related sub-domains
- Provide evaluation and recommendations based on online user behaviour analysis

### Required/Minimum Qualifications

The applicant should be holder of at least a Bachelors degree in one of the following disciplines: Journalism, Public Relations, Communication, Linguistics, Language Education or any other related qualification.

The applicant should also have:

- At least two (2) years of relevant work experience in communications, web design, content and project management
- Extensive knowledge of and keen interest in the dynamics of social media
- Excellent writing, editorial and communication skills, with a sound understanding of writing for the web and engaging online audiences
- Strong computer and graphic design skills, particularly in layout and typography

### Preferred Competencies, Skills and Abilities

The following competencies, skills and abilities are desirable for this position:

- Experience with web analytics tools
- Some knowledge of eLearning tools and software, including Adobe creative / eLearning suite (Premiere, Audition, Captivate, Presenter, Photoshop, Flash, etc.)
- Ability to design, deliver and evaluate online communication tools using a range of online media
- Ability to respond flexibly to changing priorities and deliver under tight timelines
- Decisive and proactive self-starter
- Strong interpersonal and communication skills

### 3. REF: AD/27/08/15 MULTIMEDIA RESOURCE SPECIALIST GRADE 9/10/11 (1 POSITION)

#### **Description**

This position will focus on management of pre-production, production and post-production of educational multimedia content, educational training materials, documents, and presentations. The person will also be responsible for multimedia equipment setup, recording and/or live stream podcasts and videos. The role will involve using a wide range of innovative solutions to create and disseminate engaging media rich educational content. Where appropriate, candidates will be expected to furnish links to online multimedia resources that they have created or made substantial contributions to.

#### **Responsibilities**

The successful candidate shall be expected to:

- Carry out pre-production, production and post-production of educational multimedia resources
- Create animations and simulations relevant to various subject areas
- Schedule, record and/or live-stream podcasts and videos as required
- Set up appropriate multimedia equipment on demand
- Package learner support materials, including multimedia content for download, on DVD and other media
- Ensure compliance of multimedia resources with internal and external standards
- Perform quality assurance and compatibility testing on products.
- Troubleshoot bugs and resolve technical issues with deploying multimedia resources in various platforms
- Conduct online and face-to-face training for course lecturers and technical staff on multimedia resource production and sharing

#### **Required/Minimum Qualifications**

The applicant should be holder of at least a Bachelors degree in one of the following disciplines: Computer Science, Information Technology, Education Technology or any other related qualification.

The applicant should also have:

- At least two (2) years of relevant work experience with audio and video equipment (such as video cameras, still cameras, microphones and mixing sound boards)
- Experience with non-linear video editors
- Proficiency in Adobe Suite or other related tool
- Ability to integrate the work of other specialists including content experts, graphic designers, animators, video producers and programmers in the final product
- Experience with defining, developing, and assessing Sharable Content Objects (SCOs)
- Experience with eLearning standards, including SCORM

#### **Preferred Competencies, Skills and Abilities**

The following competencies, skills and abilities are desirable for this position:

- Some knowledge of eLearning tools and software, including Adobe creative / eLearning suite (Premiere, Audition, Captivate, Presenter, Photoshop, Flash, etc.), Articulate Storyline
- Basic knowledge of HTML, CSS layout and JavaScript
- Ability to demonstrate excellent visualization expertise, including sketching, storyboarding and media development
- Ability to respond flexibly to changing priorities and deliver under tight timelines
- Decisive and proactive self-starter
- Strong interpersonal and communication skills

**Description**

This role will involve development and communication of copyright policies and copyright training for faculty, staff and students as applicable to teaching, learning and research at the eCampus. The Copyright Officer will collaborate with the University Librarian to develop and implement a comprehensive copyright management programme for the eCampus, in line with the University Copyright Policy as well as other statutory requirements.

**Responsibilities**

The successful candidate shall be expected to:

- Raise awareness of staff and students on university Copyright Policy
- Provide copyright related support for the integration of electronic resources in the University's Learning Management System
- Respond to enquiries from students and staff regarding how copyrighted materials may be used in the online learning environment
- Apply the University's copyright policy and Intellectual Property guidelines accordingly
- Maintain current awareness of trends and best practices in copyright compliance
- Assist in the development and implementation of intellectual property guidelines
- Liaise with the University Librarian to design and deliver workshops to staff and students regarding copyright related issues
- Ensure that informational and policy materials on the eLearning Portal, eCampus web site and other electronic and print materials are aligned with the University Copyright Policy
- Responds to copyright and fair dealing enquiries from staff and students

**Required / Minimum Qualifications**

The applicant should be holder of at least a Bachelors degree in one of the following disciplines: Library and Information Science, Information and Knowledge Management, Legal Studies or any other related field of study.

The applicant should also have:

- At least three (3) years of relevant experience in copyright, fair use and intellectual property management within an academic library setup
- Advanced knowledge of copyright legislation
- Knowledge of copyright and scholarly communication issues within higher education
- Knowledge of copyright issues in the context of developments in creative commons and Open Access

**Preferred Competencies, Skills and Abilities**

The following competencies, skills and abilities are desirable for this position:

- Understanding of eLearning content development and delivery
- Awareness of issues such as IPR, data protection, plagiarism and accessibility
- Ability to interpret complex national and international regulations pertaining to copyright and intellectual property
- Experience in coordinating licensing for library database subscriptions
- Some knowledge of copyright issues in digitization of learning and research materials
- Ability to respond flexibly to changing priorities and deliver under tight timelines
- Decisive and proactive self-starter
- Strong interpersonal and communication skills

**5. REF: AD/29/08/15 LEARNER SUPPORT ASSISTANT GRADE 7/8/9 (1 POSITION)**

**Description**

The holder of this position will work closely with the Coordinator Learner Support Services to provide daily and timely on-site and also online support to prospective clients, students and staff.

**Responsibilities:**

The successful candidate shall be expected to:

- Respond promptly to client enquiries on programmes offered at the eCampus
- Support students through application receipt, acknowledgement, communication of admission outcome, module registration, module enrolment and Orientation to eLearning
- Ensure that all students have functional institutional e-mail addresses
- Set up mailing lists and relevant discussion forums for various categories of students in online courses
- Manage and track posts on the eCampus Helpdesk for prompt response
- Track students for improved participation in online courses as well as off-line learning activities
- Set up and support learners and staff in eConferencing sessions
- Schedule group study and other face-to-face meetings on-campus and at other campuses of Maseno University
- Distribute learning resources on CD / DVD ROM, print and other media as determined from time to time

**Required / Minimum Qualifications**

The applicant should be holder of at least a Diploma in one of the following disciplines: Communication, Linguistics, Language Education or other related qualification

The applicant should also have:

- At least two (2) years of work experience in web-based communication, online learning / teaching or other relevant experience in an ICT-rich workplace
- Exceptional abilities in spoken and written English
- Familiarity with and / or an interest in using the Internet for learning purposes
- Welcoming instincts, a personable and social approach
- Ability to be polite and temperate even under extreme pressure

**Preferred Competencies, Skills and Abilities**

The following competencies, skills and abilities are desirable for this position:

- Familiarity with social media platforms and Learning Management Systems (LMS)
- Some experience in handling learners in an academic or relevant institution
- Some knowledge of the workings of helpdesk applications
- Ability to work independently and maintain effective work relationships with team members
- Ability to respond flexibly to changing priorities and deliver under tight timelines
- Decisive and proactive self-starter

**6. REF: AD/30/08/15 ADMINISTRATIVE ASSISTANT GRADE 8 (1 POSITION)**

**Description**

The candidate recruited to this position will provide high level administrative support to ensure that all the eCampus operations are maintained in an effective, up-to-date and accurate manner. S/he will be responsible for maintaining various student and staff records. She will also be responsible for documentation of online as well as off-line activities at the eCampus.

**Responsibilities**

The successful candidate shall be expected to:

- Work with the Database Programmer to organise and maintain a database of student and lecturer records
- Liaise with the Office of the Registrar, Academic and Student Affairs to receive, process and forward applications to respective schools
- Oversee the registration and enrollment of students into modules in the eLearning Portal
- Update the online exam registration forms, monitor examination registration and verification of modules
- Respond to all e-mail, phone and other enquiries about the programmes offered at the eCampus
- Schedule meetings, take minutes and
- Perform general office management functions
- Generate reports to aid decision making at the eCampus

**Required / Minimum Qualifications**

The applicant should be holder of at least a Bachelors degree in one of the following disciplines: Communication, Management, Language Education or other related field.

The applicant should also have:

- At least three (3) years experience in administrative position within a University or any other relevant organization
- Strong administrative skills
- Excellent communication, interpersonal and organizational
- Skills in database administration and report writing
- Basic experience in managing Moodle (or other Learning Management System) as an administrator, teacher or learner
- Experience as an administrator in an ODeL institution will be an added advantage

**Preferred Competencies, Skills and Abilities**

The following competencies, skills and abilities are desirable for this position:

- Strong computer skills
- Good analytical skills and attention to detail
- Ability to work independently and maintain effective work relationships with team members
- Ability to respond flexibly to changing priorities
- Decisive and proactive self-starter
- Outstanding communication and interpersonal skills

## MODE OF APPLICATION

- i. Five copies of applications should be submitted together with curriculum vitae giving details of applicant's age, marital status, academic and professional qualifications, work experience, present post and salary, telephone contact, names and addresses of three referees, copies of academic certificates, ID, and any other relevant supporting documents.
- ii. Applications should be submitted in a sealed envelope clearly indicating the reference number of the position applied for, and addressed and delivered to:

**DEPUTY VICE-CHANCELLOR  
ADMINISTRATION, FINANCE AND DEVELOPMENT  
MASENO UNIVERSITY  
P.O.BOX 333  
MASENO.**

**So as to be received on or before 18<sup>th</sup> September, 2015**

Maseno University is an equal opportunity employer and canvassing will lead to automatic disqualification. Only shortlisted applicants will be contacted. Women and persons with disability are encouraged to apply.